Program Office:	Office of Community Services
Funding Opportunity Title:	CSBG T&TA Promoting Healthy Marriages
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2006-ACF-OCS-ET-0043
CFDA Number:	93.570
Due Date for Applications:	07/17/2006

Executive Summary:

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for a cooperative agreement pursuant to the Secretary's authority under section 678(A) of the Community Services Block Grant (CSBG) Act, as amended, by the Community Opportunities, Accountability, and Training and Educational Services (COATES) Human Services Reauthorization Act of 1998 (Public Law (P.L.) 105-285).

The proposed cooperative agreements will fund training and technical assistance (T&TA) resources for the Community Services Block Grant Network focusing on improving the quality of programs carried out under the CSBG Act and the delivery of healthy marriage education service strategies among low-income people served by local community action agencies.

Specifically, OCS will offer four to six, one-year cooperative agreements to fund a one-year project period for the creation and dissemination of "promising practice" technical assistance materials in supporting healthy marriages among clients as part of an overall strategy to help low-income people achieve family and child development, and/or self-sufficiency goals. Special emphasis is being placed on the development and dissemination of "promising practice" materials that focus on a wide range of low-income populations, including racial and ethnic minorities and teen partents.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for a cooperative agreement pursuant to the U. S. Department of Health and Human Services (HHS) Secretary's authority under section 678(A) of the Community Services Block Grant (CSBG) Act, as amended, by the Community Opportunities, Accountability, and Training and Educational Services (COATES) Human Services Reauthorization Act of 1998 (P.L. 105-285).

Technical assistance to organizations in the Community Services Network will focus entirely on the lessons learned and best practices, based on grantee's experiences and early findings, and will be disseminated throughout the entire project period. Awarded projects will be administered through a cooperative agreement. This agreement will require a close working relationship between OCS and the successful applicant.

Background:

ACF encourages the formation and maintenance of healthy marriages and families as part of its overall strategy to help low-income people achieve family and child development goals and greater economic self-sufficiency. Over the past four years, many community organizations, including designated community action agencies, faith-based groups, and public human service agencies, have undertaken special initiatives designed to promote healthy marriages, often with financial support from ACF program offices. Although some progress has been made, more needs to be done to expand the current knowledge base about the kinds of marriage support programs that are most effective and culturally appropriate to meet the needs of diverse, low-income families to improve their marital health and stability.

The CSBG Supporting Healthy Marriage T&TA cooperative agreements will give community organizations a valuable opportunity to develop solid strategies to support healthy marriages and provide the Community Services Network with another effective support service for low-income families. These cooperative agreements will help also to answer questions about what works and what does not work to support healthy marriages in low-income settings and to provide the network with a T&TA resource as other organizations attempt to offer similar programs.

Healthy marriages are good for children, families, and society as a whole. Research tells us that on average, men and women in healthy marriages are more likely to build wealth, have better health, experience emotional well-being and live longer. More important, children who grow up in healthy, married families do better than those who grow up in other family forms. For example, studies have shown that children in healthy married families are at less risk for substance abuse, emotional distress and mental illness, suicide, criminal behavior, educational decline, poverty, child abuse and neglect. Further, children raised in healthy, married families are more likely to develop better relationships with their parents, develop stable marriages and families themselves, experience greater economic security, perform better in school and on the job, and have better physical health. In addition, communities with high proportions of healthy, married families are safer and experience fewer social problems than those with lower proportions of healthy, married families.

Research also tells us what separates stable and healthy marriages from unstable and unhealthy ones is not the frequency of conflict, but how couples manage conflict. Couples who listen to each other with respect and resolve conflict in healthy ways, report higher levels of marital satisfaction and are less likely to divorce than those who are not able to do so. Through marriage education we can teach these skills and increase the odds that couples will form and sustain healthy marriages to the benefit of their children, themselves and society.

Research has shown that individuals and couples across the economic spectrum are similar in their desire to have stable, healthy marriages and family relationships for themselves and their children. However, those dealing with economic difficulties often face additional challenges to achieving these goals relative to couples who are more economically secure. For example, low-income families have higher divorce rates. We have limited information about the factors that contribute to these differences across economic and racial/ethnic groups. We also have limited information about the factors that contribute to marital quality and stability, and child well-being within low-income groups.

More information on how to effectively implement these programs is needed to fully gauge how to achieve successfully greater family and child development and how to inform other eligible organizations of implementation and design strategies that show promise in reducing highly stressed families faced with limited resources. The CSBG Supporting Healthy Marriage T&TA cooperative agreements are one of OCS' efforts to help community organizations share their experiences

developing effective models with the broader network of CSBG entities attempting to provide healthy marriage initiatives in diverse settings.

Program Purpose:

This program's purpose is to help low-income families form healthy, stable marriages. To achieve this objective, OCS will fund, through organizations, projects that help low-income families form and maintain such marriages. OCS seeks to fund projects that have thorough, well designed proposals that include implementation activities for the following: (A) Data Gathering, Planning, and Model Development; and (B) Program Intervention and Service Delivery; that lead to T&TA activities for organizations eligible to receive CSBG assistance with the Community Services Block GrantNetwork.

A. Data Gathering, Planning and Model Development

There is limited research that addresses the development and delivery of marriage education services to low-income couples including teen parents. For this reason OCS is particularly interested in funding projects that assess the needs of low-income couples and then use that data to develop healthy marriage models and services for these consumers. The completed projects will share their data and models with organizations in the Community Services Block Grant Network so that data gathered and the models developed in these projects will benefit low-income couples across the nation.

In the first two quarters after the award of the cooperative agreement, projects should gather information about the assets, issues, and barriers that healthy marriages should consider when developing programs for low-income couples. Once they have gathered the information, the projects should use that information to design healthy marriage programs. For example, during the data gathering stage, a project might discover that because most of the couples have small school-age children, these couples would be unable to attend marriage education classes during the week. Instead, the couples would prefer to attend weekend classes that offered on-site activities for the children as well. The project would take these insights and incorporate them into a model and a theory of practice.

B. Program Intervention and Service Delivery

OCS seeks to fund well-designed program interventions that will aid organizations within the Community Services Block Grant Network to help low-income couples including teen parents build and sustain healthy marriages through the formation of healthy marriage skill

building techniques known to improve marital stability so these development and implementation lessons can be shared with other organizations. Applicants shall provide a thorough description of how the intervention/service will be implemented including reasonable plans for project marketing and outreach, participant (couples) recruitment and retention, the type of healthy marriage education services to be offered, guidelines on the frequency and duration of classes or services, staffing, training plans and projections of the number of couples to be served. Well-designed approaches will also be tailored to meet the needs of the target population. Proposals should demonstrate how the intervention would be designed to provide the necessary support services often required to meet the needs of low-income or diverse populations. For example, transportation to and from healthy marriage activities, childcare and translation services.

OCS intends to fund the creation of healthy marriage intervention models that can be used for T&TA activities for use within the Community Services Network that focus on:

- Successful strategies and service models for helping couples interested in learning skills and approaches that will help them form and sustain a healthy marriage and therefore provide a nurturing family environment for their children;

- Successful strategies and service models for helping married couples sustain and enrich their marriage and family, including ongoing opportunities for marriage education and other marital skill-building activities; and

- Ways to measure and report the effectiveness, or results, of the healthy marriage and/or enrichment activities described above.

Based on the experiences and successes of currently funded healthy marriage projects, OCS is interested in supporting program interventions and service models that employ the following concepts:

- Specify efforts to gather data on programs that focus on communication, conflict resolution, and commitment.

- Specify efforts to gather data on programs of a specific minimum length (no less than 8 hours).

- Specify an expectation to coordinate with federal technical assistance.

- Specify an entrance conference in addition to technical assistance to ensure both parties are clear about expectations from the beginning of the Cooperative Agreement.

- Deliver marriage education classes or services that are skill-based and integrate principles of an adult learning theory.

- Reflective of industry standards.

- Participation in healthy marriage activities are offered on a voluntary basis and projects should always stress to consumers that participation is voluntary. Services should be provided to those consumers that have chosen to learn these skills for themselves.

- Culturally relevant program interventions. Projects should use culturally relevant approaches that respectfully account for racial and ethnic perspectives.

- Responsiveness to domestic violence issues and concerns.

- Use of logic models to document and track the linkages between program resources, activities, outputs, and outcomes

- Develop a Theory of Practice that incorporates all of the lessons learned that can be replicated in future projects.

C. Training and Technical Assistance Activities

This area is intended to support healthy marriage T&TA activities that will enhance the Community Services Block Grant Network's ability to improve the quality and delivery of healthy marriage education interventions for low-income people. Successful applicants must be able to take the developed model/service and use their experience with that process to provide technical assistance to other community agencies that will implement healthy marriage interventions.

Applicants should present a detailed, comprehensive plan for sharing their experiences and lessons learned with other agencies within the Community Services Network. Plans should describe how the applicant will provide technical assistance activities. These activities can include, but are not limited to: making presentations at community services conferences for those interested in implementing healthy marriage programs; creating and disseminating technical assistance documents that give tips for the development and implementation of healthy marriage programs; the production of

quarterly findings and written annual reports for distribution to other community organizations; and hosting site visits; roundtables or other forums to present healthy marriage lessons learned.

Projects funded under this announcement will be expected to provide for the project director and the evaluator to attend an early kickoff meeting for the grantees funded under this priority area to be held within the first three months of the project (first year only) in Washington, D.C.

OCS strongly encourages applicants to consult their local domestic violence coalition to learn more about the information and services they provide to the community.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of OCS and the grantee prior to the award. OCS anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. The involvement and collaboration includes OCS review and approval of planning stages of the activities before implementation phases may begin; OCS involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial development, review and funding of grant or sub-grant activities, if applicable; and OCS and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation). It also includes close monitoring by OCS of the requirements stated in this announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes, coupled with close OCS monitoring during performance, which may, in order to ensure compliance with the intent of this funding, exceed those Federal stewardship responsibilities customary for grant activities.

Anticipated Total Priority Area Funding:	$400,000
Anticipated Number of Awards:	4 to 6
Ceiling on Amount of Individual Awards:	$100,000 per budget period
Floor on Amount of Individual Awards:	$50,000 per budget period
Average Projected Award Amount:	$50,000 per budget period
Length of Project Periods:	12-month project and budget period

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Eligible applicants for these cooperative agreements are eligible entities, or statewide or local organizations, or associations with demonstrated expertise in effectively addressing the needs of low-income families and communities.

Eligible entity means any organization that was officially designated as a Community Action Agency (CAA) or a community action program under section 673(1) of the CSBG Act, as amended by the Human Service Amendments of 1994 (Public Law. 103-252), and meets all the requirements under section 673(1)(A)(I) and 676A of the CSBG Act, as amended by the COATES Human Services Reauthorization Act of 1998. All eligible entities are current recipients of CSBG funds, including migrant and seasonal farm worker organizations that received CSBG funding in the previous fiscal year.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov.   A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Sheldon Shalit
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCSGRANTS@lcgnet.com

2. Content and Form of Application Submission:

Originals, copies, and signatures.

If submitting your application in paper format, the original and two copies of the complete application are required. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be submitted unbound.

Each application must contain the following items in the order listed:

Application for Federal Assistance (Standard Form (SF) 424). Follow the instructions below and those that accompany the form.

- In Item 5 of SF424, put D-U-N-S number in "Organizational D-U-N-S:" box.
- In Item 5 of SF424, include name, phone number, and, if available, email and fax numbers of the contact person.
- In Item 8 of SF424, check "New."
- In Item 10 of SF424, clearly identify the *Catalog of Federal Domestic Assistance* (CFDA) program title and number for the program for which funds are being requested as stated in this funding opportunity announcement.
- In Item 11 of SF424, identify the single funding opportunity the application addresses.
- In Item 12 of SF424, identify the specific geographic area to be served.
- In Item 14 of SF424, identify Congressional districts of both the applicant and project.

Budget Information Non-Construction Programs (SF 424A) and Budget Justification.

Follow the instructions provided here and those in *Section V* Application Review Information.

If applicable, applicants must include a completed Single Point of Contact (SPOC) certification with the date of the SPOC contact entered in line 16, page 1 of the SF424.

Proof of non-profit status (if applicable). Please see *Section III.3* Other Eligibility for ways to demonstrate non-profit status.

Indirect cost rate agreement. If claiming indirect costs, provide documentation that applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Letters of agreement and memoranda of understanding. If applicable, include a letter of commitment or Memorandum of Understanding from each partner and/or sub-contractor describing their role, detailing specific tasks to be performed, and expressing commitment to participate if the proposed project is funded.

General Content and Form information:

The application limit is 75 pages total including all forms and attachments. Pages over this page limit will be removed from the application and will not be reviewed.

To be considered for funding, each application must be submitted with the Standard Federal Forms or through the electronic links provided at the end of this announcement and following the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

The application must be typed, double-spaced, printed on only one side, with at least 1/2 inch margins on each side and 1 inch at the top and bottom, using standard 12 Point fonts (such as Times New Roman or Courier). Pages must be numbered.

All copies of an application must be submitted in a single package, and a separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation; however, each complete copy must be stapled securely in the upper left corner. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and OCS interest in each topic. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

The OCS web site http://www.acf.hhs.gov/programs/ocs/ provides a wide range of information and links to other relevant web sites. Before you begin preparing an application, we suggest that you learn more about the mission and programs of OCS by exploring the website.

Logic Model. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among

program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur. Information on the development of logic models is available on the Internet at http://www.uwex.edu/ces/pdande/ or http://www.extension.iastate.edu/cyfar/capbuilding/outcome/outcome_logicmdir.html .

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances.   The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of $100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and

submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.
Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.

- You may access the electronic application for this program at http://www.Grants.gov. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.

- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.

- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.

- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.

- Your application must comply with any page limitation requirements described in this program announcement.

- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.

- ACF may request that you provide original signatures on forms at a later date.

- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.

- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.

- Checklists and registration brochures are maintained at http://www.grants.gov/GetStarted to assist you in the registration process.

- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 07/17/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6.*

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A

determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Assurances	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental	See Section	See http://www.acf.hhs.gov/programs/ofs/for	By date of award.

Tobacco Smoke	IV.2	[ms.htm](ms.htm)	
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: http://www.acf.hhs.gov/programs/ofs/forms.htm.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities."   Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs.   Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all

required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Sub-Contracting or Delegating Projects

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracting for specific services or activities needed to conduct the project.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

U. S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services' Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Hand Delivery

U. S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services' Operation Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.
The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I   THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Identify the results and benefits to be derived. For example, describe the population to be served by the program and the number of married couples that will be targeted for healthy marriage training. Explain how the project will reach the targeted population, how it will benefit participants including how it will support individuals to become more economically self-sufficient.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

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or time, or extraordinary social and community involvement. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reasons for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technical innovations, reductions in cost or time or extraordinary social and community involvement. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in, for example such terms as the "number of people served." When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. If any data is to be collected, maintained, and/or disseminated, clearance may be required from the U.S. Office of Management and Budget (OMB). This clearance pertains to any "collection of information that is conducted or sponsored by ACF." List organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being

conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ORGANIZATIONAL PROFILES
Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application.   The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

DISSEMINATION PLAN
Provide a plan for distributing reports and other project outputs to colleagues and to the public.   Applicants must provide a description of the method, volume, and timing of distribution.

THIRD-PARTY AGREEMENTS
Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT
Provide statements from community, public, and commercial leaders that support the project proposed for funding.   All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL
Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification.   "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL
Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application.   For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of

delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS
Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL
Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT
Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.   Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES
Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL
Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at $100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER
Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 35 points

1) The application will be evaluated to the extent that it describes a work program that is results-oriented, furthers the purposes of 678(A)

of the CSBG Act, is specifically related to the program description, specifies efforts to gather data on programs that focus on communication, conflict resolution, and commitment, specifies efforts to gather data on programs of a specific minimum length (no less than 8 hours), specifies how domestic violence protocols will be in place for sites/models that are a part of data gathering (if these sites have actual consumers), specifies an expectation to coordinate with federal technical assistance and specifies an entrance conference in addition to technical assistance to ensure both parties are clear about expectations for beginning.

2) The application will be evaluated to the extent that it addresses the following: specific outcomes to be achieved; performance targets that the project is committed to achieving, including a discussion of and how the project will verify the achievement of these targets; critical milestones that must be achieved if results are to be gained; organizational support, the level of support from the applicant organization; past performance in similar work; and specific resources contributed to the project that are critical to success.

3) The application will be evaluated to the extent that it defines the comprehensive nature of the project and methods that will be used to ensure that the results can be used to address a statewide or nationwide project as defined by the program description.

4) The application will be evaluated to the extent that it demonstrates that they have adequate knowledge of the information and services provided by domestic violence coalitions within their community.

ORGANIZATIONAL PROFILES - 30 points

1) If the application details training and technical assistance activities, the application will be evaluated to the extent that it details the applicant's ability to provide those services on a nationwide basis. If applicable, the extent to which information provided by the applicant also addresses related achievements and competence of each cooperating or sponsoring organization.

2) The application will be evaluated to the extent that it describes, for example in a resume, the experience and skills of the proposed project director and primary staff showing specific qualifications and professional experiences relevant to the successful implementation of the proposed project.

3) The application will be evaluated to the extent that it demonstrates the applicant's ability to work with the Community Services Block

Grant network and describes how it will involve partners in the CSBG in its activities. Where appropriate, the extent to which the applicant describes how it will interface with other related organizations.

4) If subcontracts are proposed, the application will be evaluated to the extent that it documents the willingness and capacity of the subcontracting organization(s) to participate as described.

RESULTS OR BENEFITS EXPECTED - 15 points

1) The application will be evaluated to the extent that it describes how the project will assure long-term program and management improvements for State CSBG offices, CAA State and/or regional associations, CAAs and/or other local providers of CSBG services and activities.

2) If the applicant proposes a project with a training and technical assistance focus, the application will be evaluated to the extent that it indicates the number of organizations and/or staff that will benefit from those services.

3) If the applicant proposes a project with data collection focus, the application will be evaluated to the extent that it describes the mechanism it will use to collect data, how it can assure collections from a significant number of States, and the number of States willing to submit data to the applicant.

4) If the applicant proposes to develop a symposium series or other policy-related project(s), the application will be evaluated to the extent that it identifies the number and types of beneficiaries.

5) The application will be evaluated to the extent that it describes methods of securing participant feedback and evaluations of activities.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points
1) The application will be evaluated to the extent that it documents that the proposed project addresses the vital needs related to the CSBG program purposes and provides statistics and other data and information in support of its contention.

2) The application will be evaluated to the extent that it provides current supporting documentation or other testimonies regarding needs from State CSBG Directors, Community Action Agencies (CAAs) and local service providers and/or State and Regional organizations of CAAs and other local service providers.

BUDGET AND BUDGET JUSTIFICATION - 5 points

1) The application will be evaluated to the extent that the resources requested are reasonable and adequate to accomplish the project.

2) The application will be evaluated to the extent that total costs are reasonable and consistent with anticipated results.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial OCS Screening

Each application submitted to OCS will be screened to determine whether it was received by the closing date and time and whether the proposed budget does not exceed the ceiling amount specified in *Section II* Award Information.

OCS Evaluation of Applications

Applications that pass the initial OCS screening will be reviewed and rated by a panel based on the program elements and review criteria presented in relevant sections of this program announcement.

The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant review criteria within the context of this program announcement.

The OCS Director and program staff will use the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the timely and proper completion by the applicant of projects funded with OCS funds granted in the last five   years; comments of reviewers and government officials; staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency and harmony with OCS goals and policy; geographic distribution of applications; previous program performance of applicants; compliance

with grant terms under previous HHS grants, including the actual dedication to program of mobilized resources as set forth in project applications; audit reports; investigative reports; and applicant's progress in resolving any final audit disallowance on previous OCS or other Federal agency grants.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: http://www.whitehouse.gov/government/fbci/guidance/index.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/programs/ofs/forms.htm) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually
All reports are to be submitted through the US mail unless otherwise informed by the grantor agency.

VII. AGENCY CONTACTS

Program Office Contact:

Sheldon Shalit
Department of Health and Human Services
Administration for Children and Families
Office of Community Services' Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCSGRANTS@lcgnet.com

Grants Management Office Contact:

Barbara Ziegler-Johnson, Grants Management Officer
Office of Grants Management
Division of Discretionary Grants
Administration for Children and Families
Office of Community Services' Operations Center

1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCSGRANTS@lcgnet.com

VIII. OTHER INFORMATION

Additional information about this program and its purpose can be located on the following website: http://www.acf.hhs.gov/programs/cb/.

For general questions regarding this announcement please contact:

Sheldon Shalit
Department of Health and Human Services
Administration for Children and Families
Office of Community Services' Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCSGRANTS@lcgnet.com

Applicants will not be sent acknowledgements of received applications.

Date: 05/09/2006   Josephine Robinson
                                    Director
                                    Office of Community Services